

**CLASS TITLE: SUPERVISOR - FINANCIAL MANAGEMENT
AND REPORTING**

Class Code: 02583800

Pay Grade: 35A

EO: A

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To be responsible for the planning, developing, and implementing of a statewide financial management information system; to plan, organize, supervise and review the work of employees engaged in the processing of or reporting on state financial documents; to assure accurate and timely preparation and distribution of various financial reports and analyses.

SUPERVISION RECEIVED: Works under the general direction of the Associate Controller with a wide latitude for the exercise of initiative and independent judgement; work is subject to the review for results obtained and compliance with prescribed procedures and directives.

SUPERVISION EXERCISED: Plans, organizes, supervises and reviews the work of subordinates engaged in financial data processing management and/or reporting and analyses activities; reviews the work for accuracy, completeness and conformity with laws, rules, policies and procedures.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To be responsible for ensuring compliance with state financial reporting policies, procedures and timetables.

To prepare and distribute statewide financial reports and analyses.

To work with other sections to prepare and maintain a statewide uniform accounting manual.

To work with other sections to prepare and maintain a statewide financial management information procedural manual.

To plan, organize, supervise and direct the work of a staff primarily engaged in the processing, management and analysis of financial data.

To supervise the development, maintenance, and review of computer data information and systems for accurate and timely performance.

To maintain an effective liaison with all state departments and agencies to insure proper payments to employees or vendors and to resolve various problems as required.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of the principles and practices of government finances; a working knowledge of the principles and practices of the state's accounting system; a working knowledge of governmental financial management and financial applications; the ability to plan, organize, supervise and direct the work of staff engaged in verification, reporting, and analysis; the ability to determine overhead rates and formulate indirect cost proposals; the ability to prepare and submit special and recurring reports; the ability to deal with the public and state agencies in a tactful and courteous manner; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a college of recognized standing with specialization in accounting or financial analysis; and

Experience: Such as may have been gained through: employment in a responsible capacity supervisory capacity in the accounting and finance field.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Revised: November 19, 2000

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